GENERAL INFORMATION

Grant Program *please mark with an X*	Indiana Memory Digitization	Technology	Innovative Technology	Information Access for the Unserved
	x			

Project Title	**Adams County's Contribution to Indiana History**
Organization	**Adams Public Library System**
Full Mailing Address	**128 South Third St., Decatur IN 46733**
Web Address	**www.apls.lib.in.us**

Organization Director	**Kelly Ehinger**	E-mail Address	**ehinger@apls.lib.in.us**
Telephone Number	**(260) 724-2605**	Fax Number	**(260) 724-2877**
Project Director *contact for grant purposes*	**Rose Bryan; Louise Wolpert**	E-mail Address	**bryan@apls.lib.in.us; wolpert@apls.lib.in.us**
Telephone Number	**(260) 368-7270; 260-724-2605**	Fax Number	**(260) 368-9776; 260-724-2877**
Fiscal Agent *responsible for fiscal reporting*	**Sandy Brown**	E-mail Address	**bookkeeper@apls.lib.in.us**
Telephone Number	**(260) 724-2605**	Fax Number	**(260) 724-2877**

Federal Congressional District(s)	**3**	County	**Adams**
Estimated Number of People Served by Project During Grant Period	**10,692**	LSTA Amount Requested	**20,000**
Source of this Number *US Census, library circulation records, etc.*	**US Census**	Amount of Cash Match	**9,450**
FEIN Number/Tax ID Number	**35-1362091**	Total Cost of Project	**29,450**
Federal DUNS Number *If unsure of this number, call 1-866-705-5711*	**049416571**		

FEDERAL LIBRARY SERVICES AND TECHNOLOGY ACT (LSTA) PRIORITIES

☐ *Mark ONLY ONE with an X to indicate the PRIMARY purpose that best describes your project.*

X	Expand services for learning and access to information and educational resources in a variety of formats, in all types of libraries, for individuals of all ages.
	Establish or enhance electronic and other linkages between and improve coordination to improve library services.
	Provide training and professional development to enhance the skills of the current and future library workforce.
	Develop public and private partnerships with other agencies and community-based organizations.
	Target library services to individuals of diverse geographic, cultural, and socioeconomic backgrounds, with disabilities, and with limited functional literacy or information skills.
	Target library and information services to persons having difficulty using a library and to underserved urban and rural communities, including children from families with incomes below the poverty line.
	Develop library services that provide all users access to information through local, state, regional, national and international collaborations and networks

INDIANA STATE LIBRARY LSTA GOALS

☐ *Mark ONLY ONE with an X to indicate the PRIMARY purpose that best describes your project.*

X	**Information Access** - Indiana libraries will provide up-to-date, reliable access to information by utilizing effective telecommunications, technology, and resources. *(Includes projects involving technology, digitization, and resource sharing)*
	Enhanced Services – Indiana libraries will improve services to residents, including services that support lifelong learning, employment, and civic engagement. *(Includes projects involving the following special populations: Children, Institutional, unserved / underserved, blind and physically handicapped and unemployed.)*
	Capacity Building - Indiana libraries will improve the capacity of libraries through staff development and training opportunities.

PRIMARY PROJECT AUDIENCE

☐ *Mark next to AT LEAST ONE but NO MORE THAN THREE with an X to indicate your primary audience(s) for the project.*

Pre-Schoolers (0-5)		Seniors (65+)			Urban Populations
Children (6-12)		People with Special Needs			Institutionalized Persons
Youth (13-17)		Library Staff			Non- or Limited English Speakers
Adults (18-64)		Rural Populations		x	Statewide Public

PART I. PROJECT SUMMARY

Provide an abstract describing all project components in 150 words or less.

Adams County's Contribution to Indiana's History will provide access to obscure historical accounts and photographs of the early years of the county as well as the state.

PART II. NEEDS STATEMENT

Describe the need or problem that generated this project and explain how you determined this need.

The Library serves as the conservator of much of the history of Adams County. Most of this history is unavailable to the public and needs to be made available to people across all walks of life. Some of the materials that have been hidden away include obscure county histories, photos, plat maps of the earliest towns (Decatur and the earliest platted portion of Geneva known as Alexander) and much more. Included in this history is also the documentation of the first known "Peace Monument" in the United States.

Identify the goal from the *Indiana State Library's Five-Year LSTA Plan* (posted at http://www.IN.gov/library/lsta.htm) that your project will address and explain how your project will address this goal.

Information Access

The Adams Public Library will provide a glimpse into the history of Adams County that is not readily available now.

PART III. OBJECTIVES, ACTIVITIES, & EVALUATION

OBJECTIVES

Describe the overall objectives of your project.

- Digitize, edit and index books

Digitize, edit and index photographs and other documentation

ACTIVITIES

Describe all project activities in detail.

Select photos to be included in igitization

Ask public for additional photographs/documentation

Gather documentation for Peace Monument and other history

- Scan books in RAW format, save in both TIF and JPG formats

- Crop and enhance JPG scans

- Create metadata for each book and/or page using MSWord and Excel with the final document being a tab-delimited Excel file containing all book documentation, surname transcripts, etc. Upload JPG folder and tab-delimited text file for each book or other archived material to CONTENTdm for approval.

- Prepare external hard-drive copy for IN Memory project.
- Prepare external hard-drive copy for Adams County Historian

Identify project staff and detail their individual roles in your proposed project.

- Teresa Vernon will be the major contributor to this project. Her expertise from previous digitization projects, for example, previous LSTA projects. Ms. Vernon will be responsible for scanning and producing the necessary metadata for the Adams County's Contribution to Indiana's History Project.

- Louise Wolpert and Rose Bryan will serve as the Project Directors and will aid in creating the necessary indices and some metadata for the project. Wolpert and Bryan will also be responsible for submitting the necessary project reports.

- Rich Weiland, APLS Systems Administrator, will provide technical assistance with the project. He is responsible for providing back-up copies of the project.

- Kelly Ehinger, APLS Director, will be responsible for the media contacts and financial reports.

- Sandy Brown, APLS bookkeeper, will be responsible for preparing the fiscal reports.

PART IV. COMMUNICATION PLAN

Grantees are encouraged and expected to publicize the project through available and appropriate media outlets. How will you promote your project to your target audience?

- Publicity though local media outlets including newspaper, radio and newsletters.

How and when are you planning to share the results of your project beyond your local jurisdiction?

- Results of the project will be shared through the IN Memory project and by news releases to genealogical and historical websites and newsletters.

Is this project a model for replication? *If so, please explain.*

Yes, this project is a model for replication. Through trial and error, APLS has developed a document describing procedures and tips for use with ContentDM projects.

PART V. EVALUATION PLAN

Outcomes Based Planning and Evaluation (OBPE) is the preferred evaluation method for your grant project.

Refer to http://www.shapingoutcomes.org/course for more information about Outcomes Based Planning and Evaluation (OBPE). If you are unfamiliar with the terms below, the site's Glossary of Terms is an excellent place to begin.

INPUTS

Books : 1887 Biographical and Historical Record of Adams County

History of Adams County Newspapers

Reminisences of Adams, Jay and Randolph Counties

A Short, Short History of Adams County (Quinn)

Photos: Peace Monument, Early photos of Adams County including Oil Fields, Hoop Factories, Residents

Documentation: Peace Monument, Plat Maps, City Council minutes, newspaper articles

OUTPUTS

- Digital image of each page in both TIF (Master) and JPG

- Metadata created for each item

- Name index of each page (books)

- Images saved on external drives for the Library, Adams County Historian and for the Indiana State Library. In accordance with archival standards, at least three-five digital copies will be maintained in various facilities
- Online availability through IN Memory

OUTCOMES

- Online access to historical information for Adams County not currently available

- Online name index (Last name, first name) for each page
- Increased awareness of Adams County history

EVALUATION PLAN OVERVIEW

Describe how you will determine *whether* the needs of your target group were met by your project. Then explain how you will *measure the impact* of the project on your target audience(s).

Measurements will include the number of "hits" or page views of our archived material.

EVALUATION INDICATORS

- Number of books, photographs and documentation scanned.
- Number of books indexed.

Number of digital images created.

Number of megabytes of information stored.

Number of "hits" or page views by patrons.

EVALUATION METHODS

- Number of pages viewed at Indiana Memory page
- Number of pages viewed at Adams Public Library

PART VI. PROJECT TIMETABLE

Using as few or as many rows as you need, complete a timetable of activities for each aspect of your proposed project that describes *what* will be done and indicates by *whom* and *when* it will be done.

PROJECT IMPLEMENTATION

ACTIVITY	WHO	WHEN *(month and year or "ongoing")*
Purchase of equipment	Weiland	within first quarter
Scanning, creating metadata and uploading	Vernon	Ongoing
Transcribing name index	Morris, staff and volunteers	ongoing

COMMUNICATION

ACTIVITY	WHO	WHEN *(month and year or "ongoing")*
Communication with media sources	Ehinger	ongoing

EVALUATION

ACTIVITY	WHO	WHEN *(month and year or "ongoing")*
Editing of items for Contentdm	Vernon	ongoing
Approval of items for Contentdm	Indiana State Library	ongoing
Reports	Wolpert, Bryan, Ehinger	quarterly

REPORTING

ACTIVITY	WHO	WHEN *(month and year or "ongoing")*
First Quarter Progress Report	Project Director	August 31, 2014
Second Quarter Progress Report	Project Director	November 30, 2014
Third Quarter Progress Report	Project Director	February 28, 2015
Project Evaluation Plan	Project Director	May 31, 2015
Financial Final Report	Project Director or Fiscal Agent	June 30, 2015
Narrative Final Report	Project Director	June 30, 2015

PART VII. CONTINUATION PLAN

Explain how activities or benefits from the project will continue after the LSTA funding period has ended or if the program will not be continued, explain why.

This project will be completed within the grant period. Additional photographs and documentation related to this project will be completed as time and funding permits.

PART VIII. PROJECT BUDGET NARRATIVE

In narrative form by project budget category and funding source, describe your project budget items as listed in the Project Budget worksheet and briefly identify how they contribute to your proposed project. Be sure that each item for which you want LSTA funds is described in detail below. The Project Budget Narrative must match your Project Budget worksheet.

The Project Budget worksheet and guidelines on acceptable use of LSTA grant funds are available on our website: http://www.IN.gov/library/lsta.htm.

PERSONAL SERVICES

Describe budget items to be paid with LSTA funds.

The salary of Teresa Vernon will be paid with LSTA funds. Her rate of pay will be $12/hour. Her total compensation will be $12,500.

Describe budget items to be paid through cost sharing (local cash or in-kind contributions).

The salaries of Weiland, Bryan, Wolpert, Ehinger and Brown will be paid from the library operating budget. The staff and volunteers will contribute $6000 worth of transcribing. Their rate of pay is figured at $7.50/hr for 800 hours. The total amount of APLS operatating funds and in-kind services is equal to $9,450.

SUPPLIES

Describe budget items to be paid with LSTA funds.

Describe budget items to be paid through cost sharing (local cash or in-kind contributions).

OTHER SERVICES & CHARGES

Describe budget items to be paid with LSTA funds.

Describe budget items to be paid through cost sharing (local cash or in-kind contributions).

CAPITAL OUTLAYS

Describe budget items to be paid with LSTA funds.

A Network storage server will be purchased with LSTA funda for $5000. This will be housed at the APLS-Geneva Branch. Additionally three 2 TB external drives will be purchased for a total of $600.

Describe budget items to be paid through cost sharing (local cash or in-kind contributions).

PART IX. ASSURANCES

The Institute of Museum & Library Services (IMLS) requires the Indiana State Library to obtain certification from its sub-grant applicants regarding federal debt status, debarment and suspension, non-discrimination, a drug-free workplace, and other applicable assurances. These requirements are incorporated in the Assurances Statement below. Review the Statement and sign the certification form. If you receive a grant, you must comply with these requirements.

By signing the application form, the authorizing official, on behalf of the applicant, assures and certifies that, should a sub-grant be awarded, it will comply with the statutes outlined and all related IMLS and ISL regulations. These assurances shall obligate the applicant for the period during which Federal financial assistance is extended. The applicant recognizes and agrees that any such assistance will be extended in reliance on the representations and agreements made in these assurances, and that the United States government has the right to seek judicial enforcement of these assurances, which are binding on the applicant, its successors, transferees, and assignees, and on the authorized official whose signature appears on the application form.

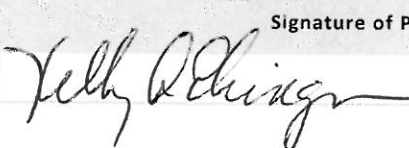Certifications Required of All Applicants
1. Financial, Administrative, and Legal Accountability;
2. Debarment and Suspension;
3. Non-Discrimination;
4. Drug-Free Workplace Act of 1988
5. Lobbying
6. E-Verify Employment Eligibility Verification
7. State Ethics Laws
8. Information Technology Accessibility Standards; and
9. Telephone Solicitations Laws

Certification of Authorizing Officials
I have examined this application, and I hereby certify on behalf of the applicant organization that:
1. The information provided is true and correct;
2. All requirements for a complete LSTA Grant application have been fulfilled;
3. The applicant will comply with all applicable payment, accounting, and reporting requirements; and
4. The applicant will comply with applicable certifications regarding Items 1-9 listed above under Certifications Required of All Applicants.

We, the undersigned, hereby certify that should this organization receive a sub-grant, the organization and its leaders will comply with all LSTA regulations, all statues outlined, requirements as defined by the Indiana State Library (*Managing Your LSTA Grant*), and all applicable Federal statutes and regulations.

Name of Organization	Project Title	Submission Date (month, day, year)
Adams Public Library System	Adams County's Contribution to Indiana History	3/14/2014

Title of Principal Officer	Signature of Principal Officer	Signature Date (month, day, year)
Kelly Ehinger	*Kelly A Ehinger*	3/14/14

STATE LIBRARY USE ONLY

Project Number	Approved	Not Approved	Amount Awarded

Library Type	Public	School	Academic	Special	Multi-Type	SLAA	Institutional

General Description

It is the express purpose of the Adams County's Contribution to Indiana's History to provide access to materials which are in fragile condition and/or unavailable to the public. Among these items are four books on the history of Adams County through published records and through the eyes of local residents. One of the books details the history of the Adams County Newspapers and their influence on the county. Photographs of the county as it grew, including items of historical significance such as the Peace Monument, the oil fields, development of the Decatur and Geneva areas, will be part of this project.

Historical Significance

Adams County has celebrated its 175th anniversary. The Library has collected photographs, county histories and various documentation over the years that show how the county has progressed since its establishment twenty years after statehood. Included in this collection of materials is the centennial of the Peace Monument which was the first monument of its type and name within the United States. One of the books to be digitized is the history of newspapers within Adams County. Two other books, The Short, Short History of Adams County (Quinn, n.d.) and the Remincenses of Adams, Jay and Randolph Counties (unknown, n.d.) share the early history of the county through the lives of its residents. Both include advertising from businesses long since forgotten. Neither of these books is readily available to the public and the Library's copies are in fragile condition. The final book to be digitized is the 1887 Biographical and Historical Record of Adams County. This is the first "official" history of the county. While it has been reprinted and indexed, to the knowledge of the Library, it has not been digitized for public use.

The information on the Peace Monument was gathered in 2013 in celebration of the monument's 100th year. The photographs show the history of the monument through the years along with the restoration process. Documentation will provide additional history of the monument, the first of its kind in the United States.

Other photographs and documents will provide a pictorial history of the county residents, events (oil fields, Geneva's downtown business district fire, establishment of cities and town and more. Local residents will be asked to contribute their personal photos (permission will be required for copy and use).

Technical Plan

The Library plans to ask the Indiana State Library for use of its book scanner for approximately two months during which time the books will be scanned, edited and rescanned as necessary. All images will be scanned at 300dpi and will be saved in a TIFF master file and a JPEG viewing file. Indexing will include names and businesses in an Excel file which will be attached to the images in Content DM. All other documentation, newspapers and photographs will be scanned on an EPSON flat-bed color scanner at

300dpi. A master TIFF file will be maintained as well as a JPEG viewing file. All images will be saved in various devices and areas as required by standards. The original and one back-up will be retained by the Adams Public Library System who will move the items.

Metadata

Metadata will be created within the Content DM software using Dublin Core standards.

Management

Management of the project will be handled by Vernon, Weiliand, Wolpert and Bryan. The upgrades to the software will be managed by the Indiana State Library. Any updates to Indiana Memory will be handled by that entity. As upgrades are made, it will be the responsibility of the APLS to upgrade local storage devices to resolve any changes or compatibility issues. APLS will also maintain multiple copies of the final product in various locations: library original copy, backup copy, Adams County Historian.

PROJECT BUDGET

Your budget should provide an overview of all anticipated project costs from federal and local sources.

Round all amounts to the nearest whole dollar.

All amounts must match the amounts given in your Project Budget Narrative.

You are not limited to the space provided. Cells are set to expand as you type. Your budget may continue on to additional pages.

A row may be added anywhere by (1) right-clicking on the row above which you wish to insert the new row, (2) selecting *Insert* from the menu that appears and (3) selecting *Entire Row* from the next menu.

You are encouraged to obtain quotes for products and services to develop your application budget. Should your application be approved, your grant contract will include the project budget "as is" unless you request revision in advance. After contract, changes to the approved project budget must be requested of and approved by the Indiana State Library.

Line-by-line instructions in PowerPoint and PDF form are available to download from the Grant Application page of the Indiana State Library LSTA webpage: http://www.in.gov/library/3732.htm.

BUDGET ITEM	SOURCE OR METHOD OF COMPUTATION	LSTA GRANT FUNDS	COST SHARING	PROJECT TOTAL
Personal Services				
Salaries & Wages				
Vernon	1043 hrs @ $12/hr	$12,500		$12,500
Weiland	100 hrs @ $15/hr		$1,500	$1,500
Bryan/Wolpert	50 hrs @ $30/hr ($15 eachhr)		$1,500	$1,500
Ehinger	15 hrs @ $20/hr		$300	$300
APLS Staff and volunteers (index)	20 hrs/wk for 40 wks $10/hr		$6,000	$6,000
Brown	10 hrs @ $15/hr		$150	$150
Teresa Vernon	Withholdings 12,000 * 15.3%	$1,900		$1,836
TOTAL PERSONAL SERVICES		$14,400	$9,450	$23,850
Supplies				0
Supplies				
TOTAL SUPPLIES				
Other Services & Charges				
Professional Services				
Communication & Transportation				
Printing & Advertising				
Repair & Maintenance				
TOTAL OTHER SERVICES & CHARGES				
Capital Outlays				
Furniture & Equipment				
3 TB external drives	at $200 each	$600		$600
1 Network Storage Server		$5,000		$5,000
Print, AV, Electronic Resources & Collection Materials				
Software				
Other Capital Outlays				
TOTAL CAPITAL OUTLAYS		$5,600		$5,600
BUDGET TOTAL		$20,000	$9,450	$29,450

LSTA funds cannot be used to supplant local or system funds.

LSTA funds may not be used for administrative overhead.

Teresa Rose Vernon

7317 Tayside Trail, Fort Wayne, Indiana 46814-7485
Cell: (260) 580-4416
Home Phone/Fax: (260) 672-9502
teresa.vernon@gmail.com

Overview

- City, county and university library experience
- Administrative support for large & small offices and upper management
- 12 years as editor and creative copy writer in national advertising industry
- Excellent verbal and written communication skills; 80 wpm typing
- Extremely high level of customer focus
- Able to organize workloads and multitask in deadline-driven environment
- Comfortable with Macintosh and PC platforms
- Highly adaptable to new technology
- Independent worker and tenacious problem-solver
- Bachelor of Arts in English from Indiana University

Complete Work History

2011–present	**Cashier, Food Prep, Maintenance** — Arby's, Fort Wayne, IN
2007–present	**Web Writer and Editor, Grant Writer** — Freelance
2009-2010	**Ads Quality Rater (Website Evaluator)** — WorkforceLogic, under temporary contract with Google, Inc. (telecommuter)
1997–2008	**Writing Specialist** — DexOne, Englewood, CO
1995–1997	**Editor, Lead Marketing Specialist** — DexOne, Englewood, CO
1994–1995	**Learning Center Administrative Assistant** — DexOne, Englewood, CO
1994	**Quality Assurance Administrative Assistant** — P&G, Browns Summit, NC
1991–1993	**Senior Processing Assistant** — Monographic Processing Services, Indiana University Library, Bloomington, IN
1991-1992	**Pizza Cook, Morning Food Prep** — Mother Bear's Pizza, Bloomington, IN
1990-1991	**Receptionist** — Indiana University School of Library and Information Science
1987-1990	**Technical Services Processor** — Undergraduate Library, Indiana University Libraries, Bloomington, IN
1987-1988	**File Clerk** — Indiana University Archives, Bloomington, IN
1987-1988	**Page** — Monroe County Public Library, Bloomington, IN
1985-1986	**Library Assistant** — Thomas Crane Public Library, Quincy, MA
1984-1985	**Genealogy Page** — Allen County Public Library, Fort Wayne, IN
1975-1984	**Cook, Dishwasher** — West End Restaurant, Decatur, IN

Education

Bachelor of Arts in English, *cum laude*
Indiana University, 1990

Academic Honors

Phi Beta Kappa, Dean's List, Chancellor's Scholarship, Little 500 Scholarship

Additional Classes

Desktop Publishing and Design, QuarkXPress Basics, Office Team Building

Computer and Internet Skills
Platforms: Macintosh, Windows
Software: Microsoft Office, QuarkXPress, Adobe InDesign, Adobe Acrobat Pro,
FileMaker Pro, Microsoft Outlook and Entourage Email, Finale Music Notation,
scanning and faxing applications, Internet browsers, office calendars, utilities
Computer setup, backup, general troubleshooting, upgrades, telecommuting
Computer/software testing, training, and procedure documentation
Photo and document scanning and adjustment; file creation and storage
Research, analyze, and evaluate websites per specifications set by Google, Inc.
Conduct Internet research for privacy violations, customer satisfaction, copy content
Basic graphic design
Database input and maintenance
Restaurant order fulfillment software systems

Library Experience
Research and order new material, maintain order files, receive shipments
Process material for cataloging, transfer, withdrawal, and repair; handle minor repairs
Produce microfilm/microfiche; shelve books and multimedia materials
Create paper copies of out-of-print books for Genealogy Department
Manage check-out and return desks, answer basic reference and policy questions
Train incoming pages and library assistants

Office Skills
80 wpm typing
Operate cash register and interact with customers in fast-paced environment
Provide administrative support for large cross-functional teams and small office teams
Staff reception desk, greet visitors, schedule appointments
Support upper management, handle confidential files, prepare quarterly reports
Work with a team and also function independently with minimal supervision
Create registration database and training calendar, set up classrooms, order catering
Create letters, memos, audit reports, Standard Operating Procedures
Operate and maintain computers, printers, photocopiers, fax machines, scanners, binders,
laminators, and multimedia equipment
Utilize multiline phone system and public address system

Writing and Editing Experience
Research, write, and edit website text and advertising copy
Write academic travel and research grants for university professor
Compose and edit Yellow Pages text copy and advertising products with distributions
above 2 million copies in Denver, Seattle, Phoenix, and other markets
Work with design team to meet daily production schedules and ship-to-printer deadlines
Proofread Yellow Pages ads in accordance with company style and specifications
Create and edit published music transcription books, music scores, CD booklets
Create and edit audit reports, company manuals, business correspondence

Hobbies and Interests
Writing, rose gardening, volunteer work, crocheting, puzzles and games

References
Available upon request

LOUISE A. WOLPERT

1034 High Street
Decatur, IN 46733

Phone: 260-724-2442
E-Mail: lawolpert@apls.lib.in.us

EDUCATION:

University of Texas at El Paso, BA, 1983: Major: Anthropology - cum laude.
Indiana University, MLS, 1990. Major: Public Librarian
University of Wisconsin-Madison School of Library and Information Science -
Continuing Education: Library 2.0; Business References; "Creating Dynamic
Pathfinders;"
AMA, Continuing Education, "Assertiveness Skills for Managers and Supervisors"

WORK EXPERIENCE:

ADULT SERVICES AND YOUNG ADULT DEPARTMENT HEAD: Adams Public
Library Services, 128 S. Third Street, Decatur, IN 46733. Duties include:

- Develop goals, plans, programs, services and procedures for Adult Services and
  Young Adult Departments. Determine Department needs based on patrons needs
  and recommendations.
- Improve collection development by ordering appropriate new materials and
  discarding outdated or damaged materials.
- Prepare and coordinate exhibits, programs and classes for the public including
  self-help programs, Young Adult programs & book discussions and computer
  training programs.
- Provide reference services using all forms of print, on-line and community
  resources. Provide outreach services with area schools to promote literacy and
  library programs.
- Speak with community groups and non-profit organizations to promote use of the
  library.
- Oversee established budget for Adult and Young Adult Department.
- Prepare reports and statistics for monthly and annual reports.
- Supervise, schedule, assign duties of 2 full-time and 7 part-time staff.
- Prioritize and coordinate Departmental staff activities.
- Instruct, guide, appraise and evaluate staff. Enforce personnel rules, regulations
  and work standards.
- Work with the Friends of the Library   (June 2000-Present)

BRANCH MANAGER: Toledo-Lucas County Public Library, 325 Michigan Avenue,
Toledo, OH 43624 at the Locke Branch.
Duties include those listed above plus:

- Ensures proper maintenance and care of a small branch, reporting repairs and
  recommending preventative needs.   (April 1998 – May 2000)

CHILDREN'S BRANCH LIBRARIAN: Toledo-Lucas County Public Library, 325
Michigan Avenue, Toledo, OH 43624 at the West Toledo Branch. Duties include:

- Composed and implemented a MURL grant for 1994.   (1990 - March 1998)

REFERENCES: Available Upon Request

Kelly A. Ehinger
122 S 4ᵗʰ Street
Decatur, IN 46733
260-724-4002

Education

M.L.S.   Indiana University, Bloomington, Indiana
          August 1991

B.A.   Earlham College, Richmond, Indiana
          June 1989
          Major: German

Librarian I   Indiana Library and Historical Board certification
          Exp. 9/30/2016 (Highest level of certification in Indiana)
          Certificate # LBC002535

Experience

1997 - present

Director, Adams Public Library System, Adams County, Indiana
128 S. 3ʳᵈ Street, Decatur, IN 46733
Decatur Public Library (1997-2/2008) and consolidated Decatur and Geneva Public Libraries (2/2008 - present)
Responsible for the operation of the two-site library system. Responsibilities include implementing the decisions, goals, and policies of the library; hiring, evaluating and disciplining a staff of twenty-five in two locations; administering $835,000 operating budget (2014) plus several other smaller budgets; overseeing the purchase of all materials including supplies, furniture, print and non-print materials; developing quality patron services; maintaining safe grounds and facilities; maintaining relationships with the local chambers, schools, other governmental agencies, community groups and the public; representing the library in district and state library organizations and meetings.

1992 - 1997

Assistant Librarian, U. of Maine at Fort Kent, Fort Kent, Maine
25 Pleasant Street, Fort Kent, ME 04743
Primarily responsible for reference services to university and community patrons, conducting library instruction sessions; collection development; Maine Documents Collection; supervising all cataloging; organizing art exhibits; Curriculum Collection (for education students); and developing the university web site and library home page; teaching introductory computer skills and library research university classes for new students.

1991 - 1992	Substitute Teacher, Anderson Community Schools, Indiana 1229 Lincoln Street, Anderson, IN 46013 Responsible for taking over libraries and classrooms in the absence of a librarian or teacher
1990 - 1991	Library Assistant, Indiana University, Bloomington, Indiana Various positions including Reference Assistant in the Graduate Research Collections; Library Assistant for Information, Document & Delivery Service; Library Assistant for Halls of Residence Libraries.
1990 - 1991	Intern, Indiana Room, Monroe County Public Library, Bloomington 303 E. Kirkwood Avenue, Bloomington, IN 47408 Assisting patrons with Indiana history, local history and events, and genealogy questions; indexing the local paper; developing displays; working at the circulation desk.

Presentations:

July 2012	Summit on the Unserved (Indiana State Library), speaker & host
January 2013	Public Libraries: Services, Structure, Funding with an emphasis on Adams County
April 2013	Library Consolidation Update / Update on the Unserved @ ILF District 3 Conference
May 2013	"Incorporating Public Art into Communities" / The Decatur Sculpture Tour at the Hoosier Artland for Economic Growth 2013 conference
May 2013	Evergreen Indiana Conference: Cleaning Up the Patron Database What I Learned at Evergreen International 2013
Nov. 2013	Serving the Unserved: a panel discussion @ ILF Annual Conference

Professional & Related Activities

Member

Adams Public Library System Board and former Decatur Public Library board, 1997 - present
    (library director as ex-officio member)
Adams County Historical Society, 1997 - present
Adams County Literacy Council, 1997 - present (secretary / treasurer, 1998 - present)
American Library Association, 1990 - present
Boys & Girls Club of Adams County, Program Committee, 2005 - 2008
Decatur Parks & Recreation Board, 2008 – present (secretary, 2013 - present)
Decatur Rotary Club, 1998 - present (board member, 1998 - 2010; president 2002-2003)
Decatur Sculpture Walk Committee, 2011 - present
Even Start Advisory Council, 1997 - 2010
Evergreen Indiana Cataloging Committee, 2008 - 2010

Evergreen Indiana Executive Committee, 2008 - 2012
Friends of the Decatur Public Library, 2000 - present (ex-officio member)
Indiana Library Federation, 2007 – present (Board member 2011 – present; secretary 2012-2013)
Indiana Public Library Association, 2008 – present (board member; president 2014)
St. Joseph Catholic School Board, 2009 – 2013 (President 2012/13)
United Way of Adams County, 2000 - 2005, 2007 - 2010 (secretary, 2003 - 2005;
    vice-president and campaign chair 2008, president 2009)
4Community Project (Projects 1 & 2), an initiative of the United Way (2005-06, 2008-2010)

Volunteer
Junior Achievement volunteer, Adams Central 8th Grade, 1998-2003
Literacy volunteer tutor, 2007 - present